



## EMERALD SECONDARY COLLEGE

425 Belgrave-Gembrook Road, Emerald 3782

Phone: 03 5968 5388

Email: [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

November 16th, 2023

Dear Parent/Carer,

Emerald Secondary College is looking forward to another great year of teaching and learning and would like to advise you of Emerald Secondary College's voluntary **Year 7** student financial contributions for 2024.

Schools provide students with free instruction to fulfil the standard Victorian curriculum and we want to assure you that all contributions are voluntary.

Nevertheless, the ongoing financial support of our families ensures that our school can offer the best possible education and support for our students.

We want to thank you for all your support, whether that's through fundraising or volunteering your time. This has made a huge difference to our school and the programs we can offer.

Within our school this support allows us to:

- *Invest in subject-specific materials for Food Technology programs, Visual Arts, Vis Comm Design, Woodwork and Outdoor Education*
- *Run additional programs such as school productions, music concerts, art shows, sporting events and competitions*
- *Enhanced digital learning opportunities*
- *Provide a wider offering of subjects and special curriculum experiences*
- *Maintain the refurbishment of school grounds*

Please find below Emerald Secondary College's voluntary financial contributions schedule for 2024, which includes an overview of what your contributions will provide.

Department of Education guidelines now mandate that schools are UNABLE to provide parents with a statement of fees. Parents are asked to please review the recommended voluntary financial contributions schedule below for an indication of contributions for your child/ren.

For further information on the Department's Parent Payments Policy please see a one-page overview attached.

Yours sincerely,

**James Barut**  
College Principal

**Nadia Beardshaw**  
School Council President



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### CURRICULUM CONTRIBUTIONS

Items and activities that students use, or participate in, to access the Curriculum, including:

- Everyday items that your child will use in the classroom to learn the essential curriculum such as art supplies, science experiment equipment, cooking ingredients, technology materials
- Attend District and Regional School Sports events

### EXTRA-CURRICULAR ITEMS AND ACTIVITIES

Emerald Secondary College offers a range of items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides in order to deliver the Curriculum. These are provided on a user-pays basis

### OTHER CONTRIBUTIONS

- Non-Curriculum items and activities to support the daily operation and objectives of Emerald Secondary College.

### TAX DEDUCTIBLE CONTRIBUTIONS

- Building fund (to support renovations, upgrades, and maintenance of school infrastructure)

### EDUCATIONAL ITEMS FOR STUDENTS TO OWN

Attached is a list of items that the school recommends you purchase from Champion Books for your child to individually own and use

### FINANCIAL SUPPORT FOR FAMILIES

Emerald Secondary College understands that some families may experience financial difficulty and offers a range of support options, including:

- the Camps, Sports and Excursions Fund (CSEF)
- State Schools' Relief (SSR) is continuing to support students who are recipients of the CSEF by providing a subsidised Uniform Pack to students starting Year 7 in 2024

Once the application is approved, students will have a choice of the following:

- 1 x Summer Dress OR Trousers/Pants OR Shorts
- 1 x Shirt
- 1 x Black Leather Shoes (Lace ups, T-bar or Skate)

**\*\* Please note: PE items are not included as part of this package**

**\*\* For more information regarding the uniform package please contact the General Office**

For a confidential discussion about accessing State Schools' Relief services, contact: Felicity Wooden, Wellbeing Coordinator on 5968 5388, or email [emerald.sc@education.vic.gov.au](mailto:emerald.sc@education.vic.gov.au)

### Payment methods

Parent contributions towards the requested payments is essential to maintain the quality of education that we provide at Emerald Secondary College.

<b>COMPASS</b>	For ease in paying these contributions, parents are now able to pay through Compass The Compass portal can also offer payment plans for you convenience
<b>BPAY</b>	Payments can also be made electronically via BPAY Please contact the office for your BPAY Reference number
<b>CASH &amp; EFTPOS</b>	Payments can be made directly at the finance office or by credit card over the phone
<b>PAYMENT INSTALMENT PLANS</b>	Please contact the school office to arrange
<b>CENTREPAY</b>	Please contact the school office to arrange

### Refunds

Parent requests for refunds are subject to the discretion of the school and made on a case-by-case basis. Refunds will be provided where the school deems it is reasonable and fair to do so, taking into consideration whether a cost has been incurred. For more information, please refer to the school's Refund Policy which is located on the school website.



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## 2024 YEAR 7 CONTRIBUTION SCHEDULE

**STUDENT NAME:**

<b>CURRICULUM CONTRIBUTIONS</b> <i>Classroom consumables, materials &amp; equipment that students use or participate in</i>	<b>Item Cost</b>	<b>\$</b>
· Art – Paint, paper, clay, glazing colours	\$20.00	\$
· Textiles – Fabric, cotton, needles, pins, zippers	\$20.00	\$
· Woodwork - Wood, glue, nails, string, pain	\$60.00	\$
· Y7 Core (and SEAL) English	\$10.00	\$
· Y7 Core (and SEAL) Mathematics	\$10.00	\$
· Y7 Core Health & PE	\$10.00	\$
· Y7 Core Science	\$10.00	\$
	<b>\$140.00</b>	<b>\$</b>

### WHOLE SCHOOL CONTRIBUTIONS

School Sports Victoria membership	\$20.00	\$
Student ID Card	\$10.00	\$
	<b>\$30.00</b>	<b>\$</b>

### OTHER CONTRIBUTIONS - Suggested Contribution per student

<b>General School Levy</b> <i>ESC relies on these funds to support school programs, library &amp; faculty resources.</i>	\$150.00	\$
<b>Wellbeing Program</b> <i>To help supplement the Wellbeing Program and activities throughout the year.</i>	\$50.00	\$
<b>Working Bee Fund</b> <i>Working bees are held twice a year. Where families are unable to attend, this contribution is used to enhance &amp; maintain the school grounds</i>	\$30.00	\$
<b>IT Levy</b> <i>Student and whole school IT support</i>	\$50.00	\$
<b>Building Fund</b> <i>Upgrades to buildings and facilities, including air-conditioning which is not funded by the Department of Education. ** All contributions to the Building Fund are Tax Deductable</i>	\$100.00	\$
	<b>\$380.00</b>	<b>\$</b>

### OPTIONAL / EXTRA CURRICULAR ITEMS

Combination Lock	\$20.00	\$
College Magazine (Optional)	\$20.00	\$
Instrumental Music Lessons (Optional)	\$400.00	\$
Calculator (Optional)	\$27.00	\$
		<b>\$</b>

### TOTAL PAYMENTS

		<b>\$</b>
<b>Curriculum Contributions:</b>	<b>\$ 140.00</b>	
<b>Whole School Contributions:</b>	<b>\$30.00</b>	
<b>Other Contributions:</b>	<b>\$360.00</b>	
<b>Optional / Extra Curricular Items:</b>		
<b>TOTAL:</b>	<b>\$550.00</b>	<b>\$</b>



# PARENT PAYMENTS POLICY

## ONE PAGE OVERVIEW



### FREE INSTRUCTION

- Schools provide students with free instruction and ensure students have free access to all items, activities and services that are used by the school to fulfil the standard curriculum requirements in Victorian Curriculum F-10, VCE and VCAL.
- Schools may invite parents to make a financial contribution to support the school.



### PARENT PAYMENT REQUESTS

Schools can request contributions from parents under three categories:

#### Curriculum Contributions

Voluntary financial contributions for curriculum items and activities which the school deems necessary for students to learn the Curriculum.

#### Other Contributions

Voluntary financial contributions for non-curriculum items and activities that relate to the school's functions and objectives.

#### Extra-Curricular Items and Activities

Items and activities that enhance or broaden the schooling experience of students and are above and beyond what the school provides for free to deliver the Curriculum. These are provided on a user-pays basis.

- Schools may also invite parents to supply or purchase educational items to use and own (e.g. textbooks, stationery, digital devices).



### FINANCIAL HELP FOR FAMILIES

- Schools put in place financial hardship arrangements to support families who cannot pay for items or activities so that their child doesn't miss out.
- Schools have a nominated parent payment contact person(s) that parents can have a confidential discussion with regarding financial hardship arrangements.



### SCHOOL PROCESSES

- Schools must obtain school council approval for their parent payment arrangements and publish all requests and communications for each year level on their school website for transparency.